ATLANTIC TECHNICAL COLLEGE AND TECHNICAL HIGH SCHOOL



HIGH SCHOOL STUDENT HANDBOOK 2023-2024

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Broward County Public schools is an Equal Opportunity /Equal Access Employer.

Table of Contents

Table of Contents
Vision
Mission
Atlantic Technical High School Expectations
Partnership Promise for Teachers/Parents/Students
Summary of Broward County School Board Attendance Policy 5.5
ID and Uniform Shirt Policy
Make-Up Work Policy
Honor Code
ATC Discipline Matrix
Student Eligibility Requirements for Extracurricular Activities, Field Trips, Executive Internships, and National Honor Society
Academic Enrichment Program (AEP)
Safety and Security
General Security Tips and Apps
Learning Commons Resources
Visit our website:
Activity Bus WiFi
ATHS Handbook Signature Page



Vision

The vision of Atlantic Technical College and Technical High School is to change the lives of people from all backgrounds through innovative education.

Mission

The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

The FAB 4 (We call it FAB because it's FABULOUS!)

Atlantic Technical College and Technical High School provides each student with the opportunity to achieve the following:

- 1. College-ready high school diploma—merit and scholar designations
- 2. Technical program certificate offering dual enrollment quality points
- 3. Industry certification and/or license
- 4. Articulated college credit

Atlantic Technical High School Expectations

(as per Broward County Public Schools Magnet Policy 5004.1)

While Magnet students have already met county-mandated standards to attend our program, they must continue to adhere to specific guidelines to remain at Atlantic Technical College and Technical High School as outlined in Magnet Policy 5004.

ACADEMICS

- Students are expected to maintain a cumulative unweighted 2.5 GPA
- If a student's cumulative unweighted GPA drops below 2.5 the following interventions occur:
 - Parent conference
 - Opportunity to attend the Academic Enrichment Program after school for tutoring
 - o Parent, student, guidance, and administration sign Academic Probation Agreement
- If a student achieves an unweighted 2.5 GPA at the next report card, the student is removed from the contract but is monitored for continued success. The student may be placed on Academic Probation again at the next report card if GPA drops below 2.5.
- If a student fails to achieve the unweighted 2.5 GPA after two semesters, the student will be ineligible to continue in the magnet school and will be assigned to his/her home high school.

ATTENDANCE

 If student repeatedly violates the district's Code of Student Conduct guidelines related to attendance and excessive tardiness, the student may be assigned to his/her home high school.

DISCIPLINE

If a student repeatedly violates the district's Code of Student Conduct guidelines and/or ATC
Discipline Matrix related to behavior, dress code, wearing of the school ID, and school
procedures, the student may be assigned to his/her home high school.

Partnership Promise for Teachers/Parents/Students

We at Atlantic Technical College and Technical High School promise to do <u>everything possible</u> to educate your child. Our efforts will succeed if students do their best, and parents work with the school to enable us to fulfill our Partnership Promise.

A successful STUDENT must promise to:

- attend school regularly and on-time, whether online or in person, be attentive and involved in class, refrain from interfering with the education of others, and follow school rules and regulations, including the Uniform Shirt Policy and the Honor Code.
- complete assignments diligently and consistently.
- seek assistance when unsure of class material.
- regularly record upcoming assignments, tests, or projects; keep track of grades and progress in class.
- obtain, complete, and submit make-up work and any notes or classwork upon returning from an absence.

An involved PARENT promises to:

- provide an atmosphere in the home that supports education and sets high expectations.
- encourage good attendance, punctuality, and be sure to excuse absences in a timely fashion.
- monitor student progress regularly.
- contact teachers and/or counselor if grades fall below expectations.
- be aware of county dates regarding report cards, interim reports, testing and early release days.
 Please note: Atlantic Technical College and Technical High School does not participate in district Professional Development days.
- support county and school rules and regulations as outlined in the BCPS Code of Student Conduct and the ATC Student Handbook

Summary of Broward County School Board Attendance Policy 5.5

For academic success, students need to be in school! Excessive absences (excused or unexcused) are considered a pattern of non-attendance which triggers various school and district interventions.

Non-attendance is established by an accumulation of:

- tardiness
- early sign-outs
- excused or unexcused absences (for all or part of the day)

If a student is absent more than five days in a term (45 school days) interventions automatically occur. See the online 2023-2024 Code of Student Conduct for more details.

Interventions:

If the school determines that a student's absences are excessive, and a "pattern of non-attendance" has been established, the family will:

- receive an attendance letter.
- be referred to the school's Response-to-Intervention Team.
- be referred to the school social worker.

Consequences for Excessive Non-Attendance:

- academic failure
- Attendance Contract
- removal from magnet program/assigned to home high school
- suspension of driver's license
- possible loss of state and federal assistance grants
- the district automatically reports students in this category to the state

Please Note:

- Students cannot be signed out after 1:20 PM (30 minutes before dismissal).
- Students are dismissed at 1:50 PM. Please schedule all appointments after school hours.
- Family vacations that cause students to miss valuable class time are strongly discouraged.

To Report Absences: 754-321-5302

Parents/Guardians may report absences by either calling in

- the day before
- the day of
- or within two school days following the absence
- Or report the absence going to this URL https://www.browardschools.com/domain/16305

The complete Attendance Policy may be accessed at: https://www.browardschools.com/Page/34787

ID and Uniform Shirt Policy

The School Advisory Council for Atlantic Technical College and Technical High School finds that school uniforms and current student IDs are necessary for the safety and welfare of students and school personnel. Uniforms promote an environment that enhances learning and safety, encourage the expression of individuality through personality and achievement, not appearances, and create a sense of school pride and belonging. All students in the Magnet High School program are required to always wear a school uniform and current ATC ID when on the ATC campus and at school-sponsored events. The uniform requirements are listed below.

- Uniform polo shirts must be worn each day by all students. Students are expected to wear a uniform polo shirt on the first day of school and every day thereafter. The ATC Logo must always be visible.
- Current school-issued IDs must be worn and **VISIBLE**, either clipped to the student's uniform shirt/jacket or on a lanyard hanging around the neck.
- Each ATC high school student will receive a new ID card each school year.
- Students must not fold, break, or deface their ID cards.
- If the ID card has been defaced or lost the student will need to purchase a replacement ID.
- Changing your ID card, assisting another student in altering theirs, or wearing another student's ID card will result in detention.
- Uniform polo shirts may be covered **only** by an ATC jacket/hoodie and cannot be covered by vests, short-sleeved shirts, or other similar garments. Additional layers must be worn UNDER the uniform polo shirt. A uniform polo shirt MUST be worn under an ATC hoodie/jacket.
- ATC uniform polo shirts may not be altered in any way.
- Detention will be issued to students not wearing the appropriate uniform attire/ID. Additional consequences for non-compliance are outlined in the ATC Discipline Matrix.
- Additionally, all other clothing must adhere to the Dress Code within the BCPS Code of Student Conduct.



ATC quarter-zip jacket over ATC Polo



ATC long sleeve shirt



ATC short-sleeve polo



ATC full zip hoodie over ATC polo



ATC hoodie over ATC polo



ATC full-zip jacket over ATC polo



ATC Polo over long-sleeve shirt



Make-Up Work Policy

Make-up work is allowed when a student is absent. Atlantic Technical College and Technical High School abides by the School Board of Broward County Make-up Work Policy (Policy 6000.1 Student Progression Plan, p. 46) which reads as follows:

- 1. Make-up work is allowed and shall be accepted for full credit and grade for excused and unexcused absences.
- 2. All make-up work must be submitted within two days upon return to the missed class, not including the day of return, for each day of absence.
- 3. When assignments and appropriate instruction are provided prior to the absence, make-up work (including major projects) is due on the day of return to the missed class.
- 4. Under extenuating circumstances and at the teacher's discretion, additional time may be allowed.

Late Work Policy

- 1. Daily homework assignments in ALL grades receive credit ONLY when submitted on time.
- 2. Late papers and projects: Students are encouraged to submit their work on time. The following chart summarizes penalties for late work (i.e., work that was not submitted on time for reasons other than absences) by grade level.
- 3. Students who demonstrate a pattern of late work submission will forfeit this privilege.

Grade Level	Late paper/project policy		
Grade 9	 Work submitted 1 day late will be penalized 20%. No work will be accepted after the first day late. 		
Grade 10	 Work submitted 1 day late will be penalized 40%. No work will be accepted after the first day late. 		
Grades 11/12	No work will be accepted after the first day late.		



Honor Code

I. Explanation of the Honor Code

An honorable student upholds and promotes the values of good citizenship, respect for self and others, accountability, honesty, and integrity in maintaining high academic and personal standards. Therefore, all students are expected to assume full responsibility for the content of their academic work, assuring that all work, examinations, reports, and projects are the student's own.

II. Explanation of violations of the honor code. *

Students shall be guilty of violating the honor code if they:

1. REPRESENT THE WORK OF OTHERS AS THEIR OWN.

According to Dictionary.com, plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."

- This includes **copying from other students**' homework or any assignment (even if you paraphrase) in part or in entirety.
- This includes **copying and pasting** information, graphics, audio, and/or video files from websites, books, magazines, or any other media whether print or digital without giving appropriate attribution.
 - Please note: Any research project whether it is a formal essay, presentation, or other format must include proper
 documentation of original sources. Documentation includes internal reference citations and bibliographies as specified by
 the instructor. Documentation MUST accompany information and ideas obtained from other sources if they are copied
 word for word and/or paraphrased in the student's own words.
 - This includes Artificial Intelligence (AI) generated content.
- 2. USE, OBTAIN, OR GIVE UNAUTHORIZED ASSISTANCE (IN ANY FORM INCLUDING, BUT NOT LIMITED TO, THE USE OF ELECTRONIC DEVICES) ON ANY HOMEWORK, QUIZ, TEST, OR OTHER WORK.
 - This includes **allowing other students to copy your homework or any assignment** (even if they paraphrase) in part or in entirety.
 - This includes **sharing information about a quiz or test** with other students.
- 3. MODIFY, WITHOUT INSTRUCTOR APPROVAL, AN EXAMINATION, PAPER, RECORD, OR REPORT.

*If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

III. Consequences for Honor Code Violations

The consequences for violating the school honor code may include, but are not limited to, the following:

- 1. Assignment of a grade of zero to the test, quiz, or other assessment.
- 2. Determination of disciplinary consequences by administrator and/or instructor. These may include detention, referral, suspension, removal of school privileges, etc.
- 3. Loss of eligibility for membership in the National Honor Society.
- 4. Dismissal from the National Honor Society.

The school Proactive Discipline Plan and the district Discipline Matrix describe the specific consequences for each violation.

IV. Honor Code – All students will be required to sign the following statement at the beginning of each school year.

As a student of Atlantic Technical College and Technical High School, I will uphold the school Honor Code.

- I will refrain from all forms of academic dishonesty.
- I will refuse to allow other students to copy my work, and I will not ask to copy the work of others.
- I will credit all sources digital and print.
- I will not misrepresent the work or ideas of others as my own.
- I will not share information about a test, quiz, or other assessment with other students.
- I will not use any unauthorized assistance on tests, quizzes, essays, or other assessments.
- I will strive to model the qualities of good citizenship at all times.

ATC Discipline Matrix

Infraction	Occurrence(s)	Outcome(s)
Out of Uniform (See p. 8 of the ATC High School Student Handbook for uniform details.)	1	Parent/guardian phone contactVerbal warning
	2	 Parent/guardian phone contact Internal suspension ATC referral
	3	 Parent/guardian phone contact Internal suspension Broward County Public School referral
	>3	 Parent/guardian phone contact Saturday school Behavior contract Broward County Public School referral

Infraction	Occurrence(s)	Outcome(s)		
	1	One-day Temporary ID issued Warning		
No ID BADGE, Badge not appropriately worn	adge not	 Parent/guardian phone contact One-day Temporary ID issued After school detention 		
(See p. 8 of the ATC High School Student Handbook for uniform details.)	>4	 Parent/guardian phone contact Student must purchase a replacement badge after 5th temporary ID – will become an obligation if student does not have the means to pay on day of occurrence Referral for disobedience/insubordination Saturday detention Behavior Contract 		

Infraction	Occurrence(s)	Outcome(s)		
Cell Phone/Smart Watch Violation CELL PHONES AND SMART WATCHES ARE NOT TO BE VISIBLE DURING CLASS TIME. STUDENTS IN NEED OF THE PHONE SHOULD GO TO PORTABLE 14. Cell phones and smart watches will be collected by test proctors during ALL standardized testing. Failure to comply will result in referral and removal by Security.	1	 Parent/guardian phone contact Warning 		
	2	 Parent/guardian phone contact After school detention Item confiscated and turned into the HS office to be returned at the end of the school day 		
	3	 Parent/guardian phone contact Item confiscated and turned into the HS office to be returned at the end of the school day Referral Saturday detention 		
	>3	 Referral for disobedience/insubordination Saturday detention or suspension Behavior contract/contract violation Phone must be picked up by a parent/guardian 		
Violation of Classroom Rules	1	Verbal reprimand and/or student conference		
	2	Parent/guardian phone contact After school detention		
	.>2	 Parent/guardian phone contact Saturday detention Referral for disobedience/insubordination 		

Infraction	Occurrence(s)	Outcome(s)		
Tardiness per Term	1	Parent/guardian phone contactWarning		
	2-4	Parent/guardian phone contact		
·	5 -9	Parent/guardian phone contactAfter school detention		
Random hallway sweeps will be periodically conducted for tardy students.	>9	 Parent/guardian phone contact Referral for disobedience/insubordination Suspension from privileges/activities for rest of current Term and following Term Attendance Contract 		
Cutting Class	1	 Parent/guardian phone contact Referral skipping class Two after school detentions 		
	2	 Parent/guardian phone contact Broward County Public Schools referral Three after-school detentions Attendance/Behavior Contract 		
	>2	 Parent/guardian phone contact Broward County Public Schools referral for disobedience/insubordination Saturday detention Violation of Attendance/Behavior Contract 		
Out of Assigned	1	Parent/guardian phone contact Verbal warning		
Area		Parent/guardian phone contact		
Students are not permitted to leave the classroom during the first 10	2	 Parent/guardian phone contact After school detention 		
minutes and the last 10 minutes of the class period. Students scanned out of class with the ATC identification must proceed to the permitted area. Other visited areas will result in a consequence.	3	 Parent/guardian phone contact Saturday school Behavior contract 		
Hall Sweep	1	 Verbal warning Late pass to class (unexcused tardy) 		
	2	 Parent/guardian phone contact 30 minutes in hall sweep room 		

Infraction	Occurrence(s)	Outcome(s)	
	3 or >	 Parent/guardian phone contact Serve class period in hall sweep room 	
Unserved Detentions	1	 Parent/guardian phone contact Two issued detentions 	
	2	 Parent/guardian phone contact Internal suspension ATC referral 	
	3	 Parent/guardian phone contact Saturday school ATC referral 	
	>3	 Parent/guardian phone contact Saturday school ATC referral Behavior contract 	

Infraction	Occurrence(s)	Outcome(s)
Leaving Campus without permission	1	 Parent/guardian phone contact Broward County Public Schools referral for "Leaving Campus Without Permission"
A referral for Leaving Campus without Permission during ANY GRADE will result in Administrative	2	 Parent/guardian phone contact Broward County Public Schools referral for Leaving Campus Without Permission Attendance/Behavior Contract
Review with a strong possibility of ineligibility to attend Grad Bash. Multiple infringements may result in the loss of Prom and other extra-curricular privileges as well. All students MUST have parental permission to leave early and MUST sign-out in Portable 14.	3	 Parent/guardian phone contact Broward County Public Schools referral for Leaving Campus Without Permission Behavior Contract or Violation
Honor Code Violation	1	Parent/guardian phone contact After school detention Zoro for assignment
AS PER ATC HONOR CODE PLAGIARISM:	2	 Zero for assignment Parent/guardian phone contact Zero for assignment Referral for cheating/minor Saturday school or suspension
 Copying homework or other assignments Copying and pasting information from electronic media Using someone else's ideas as your own 	3	 Parent/guardian phone contact Zero for assignment Administrative referral for cheating/minor Saturday school or suspension Behavior Contract or contract violation
CHEATING NHS: School, county and national NHS policies will be followed regarding eligibility and/or dismissal from the NHS	a in line a BA a 4 din	

Bullying: See BCPS Discipline Matrix

Refer to the Broward County Code of Student Conduct for list and definitions of other unacceptable behaviors and consequences.

Student Eligibility Requirements for Extracurricular Activities, Field Trips, Executive Internships, and National Honor Society

ENTERING 9TH GRADERS	 NO GPA requirement 1st 9 weeks Cumulative Unweighted GPA of 2.25 beginning 2nd 9 weeks
EXTRACURRICULAR FIELD TRIPS AND ACTIVITIES (includes extracurricular activities during the school day and after school such as club participation, dances, etc.)	 Cumulative Unweighted GPA of 2.25 (student should not be on Academic Probation) A grade of "F" in any class may lead to administrative review Must meet the following documented Service Learning Hour requirements: 10 documented SLHs by the end of 9th grade 30 documented SLHs by the end of 10th grade 40 documented SLHs by the end of 11th grade Students must have returned all back-to-school documents No obligations No unserved detentions or Saturday detentions Any referrals during school year may lead to administrative review Students may not be on Attendance or Behavior Contract May not be absent from school on the day of the activity. If a student is left at school more than 20 minutes after the scheduled pick-up/activity end time, he/she will be excluded from all additional activities for the remainder of the current semester and the following semester.
EXECUTIVE INTERNSHIPS	 Cumulative Unweighted GPA of 3.0 Students must have returned all back-to-school documents 40 <u>documented</u> Service Learning Hours No more than a total of 30 hours (or 5 absences) per two Terms Any referrals during the school year/prior school year will lead to review
GRAD BASH / PROM	 Cumulative unweighted GPA of 2.0 Students must have returned all back-to-school documents No unserved detentions, Saturday detentions, or Internal Suspensions No obligations such as textbook fines Any suspensions during Grades 9-12 will lead to administrative review Any referrals during Senior year will lead to administrative review Must have 40 documented Service Learning Hours by February 1st to attend Grad Bash and prom A referral for leaving campus without permission during ANY GRADE will result in administrative review with a strong possibility of ineligibility to attend Grad Bash. Multiple infringements may result in the loss of prom and other extra-curricular privileges as well. May not be absent from school on the date of the activity
DISCIPLINE & NATIONAL HONOR SOCIETY (NHS) National and county NATIONAL	Students are assumed to be of good character unless there is documentation of disciplinary action taken by the school, community, or state for serious or persistent misconduct on the part of the student. Documentation by the school consists of administrative referral and parent contact. Students whose records contain such documentation may be denied acceptance into NHS or
HONOR SOCIETY (NHS) policies will be followed regarding cases of dismissal from NHS.	may be dismissed from NHS pending a hearing.

Academic Enrichment Program (AEP)

The Academic Enrichment Program offers students the opportunity to work after school two times per week in a monitored environment. Students can use these sessions to:

- work on homework.
- work on make-up work (including tests and quizzes).
- receive peer tutoring from National Honor Society Members.
- work quietly with other students on group projects.

Some textbooks are available for checkout, but students should bring their laptops to access any online texts or assignments during these sessions. AEP is held Tuesday and Thursday from 2:00 PM to 3:30 PM. The Learning Commons will be open every Monday and Wednesday after school from 2:00 PM to 6:00 PM. Students staying for AEP or the Learning Commons should either take the activity bus home (checking in advance to make sure it is available) or arrange to be picked up promptly at the end of each session. The activity bus leaves campus at 3:30 PM.

Safety and Security

With student safety and campus security at the very top of the school's list of priorities, a new district-wide system of plain language has been established in order that staff and students quickly and correctly respond to a threat or perceived threat. Below is a listing of the most important codes with which students should be familiar.

Hold and **Secure**: Formerly Yellow, a threat is in the general area but not on campus. During a Hold and Secure, the campus is placed on lockdown, and there is no movement out of the classroom.

Lockdown: Formerly Red, an active threat on campus. During a Lockdown, students are placed in the pre-determined safest area of the classroom.

All Clear: Formerly Green, staff will be informed of a code word to release students to resume normal operations.

General Security Tips and Apps

1. See Something, Say Something: All students are urged to remain vigilant and to report any suspicious activities to the appropriate teacher, administrator, security, or law enforcement personnel. Our collective vigilance is one of the best means of assuring safety for all students and staff. In addition, two



- apps are available for reporting suspicious activity.
- 2. Saferwatch App: https://www.saferwatchapp.com/broward/

The SaferWatch App gives you the power to record or report non-emergency incidents as they happen in the hallways, classrooms or courtyards of your school. Students, parents, teachers and anyone in Broward County now have the ability to communicate with law enforcement seamlessly on a secure network.

> a. Download SaferWatch from the App Store or Google Play and select any school within **Broward County.**



- b. Record or report an incident or anonymous tip by using the SaferWatch App.
- c. BSO personnel will receive the information and take the appropriate action

3. FortifyFL App: https://getfortifyfl.com/

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials:

- a. The tip report goes to your local school officials when submitted.
- b. Your local police department or sheriff office receive copies of your tips automatically.
- c. State-level officials also have access to your tips to make sure proper steps are taken.



Learning Commons Resources

Online Resources @ Your Fingertips

- Outlook
- Destiny Library Catalog
- Online Research Databases
 - Britannica School Online
 - GALE Cengage Learning
 - ProQuest: SIRS Researcher
 - And much, much more!
- Broward County Library (WOW)



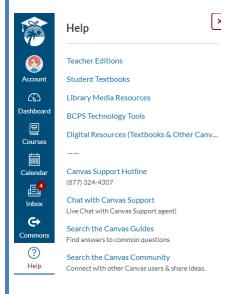
Home or School Access 24/7

through Broward County Public Schools Single Sign-On (SSO)

https://sso.browardschools.com/

For Online Resources, textbooks, and Destiny, follow these steps.

In Canvas, click on Help to open various choices:



Then click the words Library Media Resources



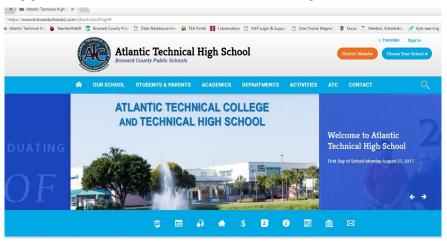
Library Media Resources



Atlantic Technical College and Technical High School

Visit our website:

HTTPS://WWW.BROWARDSCHOOLS.COM/ATLANTICTECHHIGH



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CLICK ON STUDENTS & PARENTS

- CAFETERIA INFORMATION
- > FREE REDUCED LUNCH APPLICATION
- > ONLINE HIGH SCHOOL MEAL PAYMENT
- **FOCUS STUDENT GRADES**
- USE STUDENT ID AND BIRTHDAY
- ➤ (IN THIS FORMAT: YYYYMMDD)
- Naviance
- Use student ID and Birthday
- > IN THIS FORMAT: MM/DD/YYYY
- VIRTUAL COUNSELOR
- USE STUDENT ID AND BIRTHDAY
- > IN THIS FORMAT: MM/DD/YYYY

Activity Bus WiFi

Did Your Teacher Assign ONLINE HOMEWORK?



Check out a

| SmartBus[™] Spot[®].

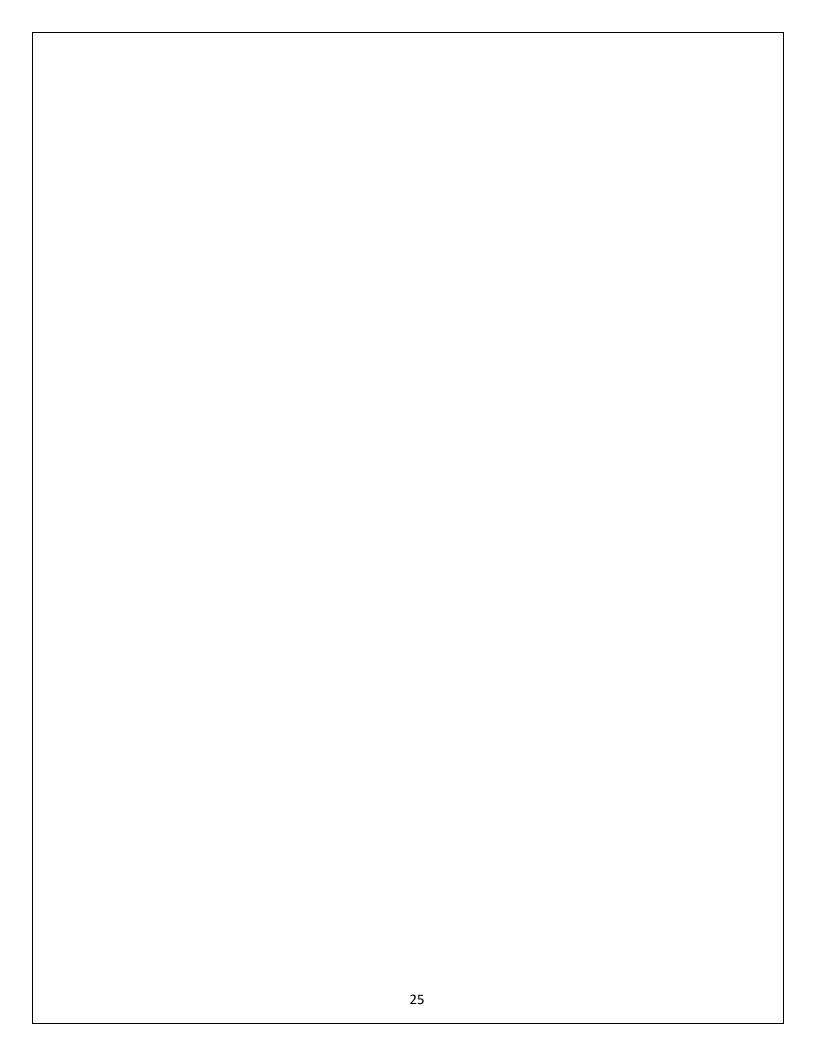
Read, Study, Learn, Collaborate, Research, Succeed.

KAJEET.COM

Info:

WIFI SSID: ATC2221

WIFI PASSWORD: Atlantic1



ATHS Handbook Signature Page

STUDENT LAST NAME, FIRST NAME:		
indicate that we have received, reacoutlined in the Atlantic Technical Contract These policies and procedures included	ollege and Technical H de:	ligh School Student Handbook.
 Technical High School Expects District Attendance Policy Sur Uniform Shirt Policy/ID Policy Make-Up Work Policy Honor Code ATC Discipline Matrix Student Eligibility Requireme National Honor Society 	mmary	
Student name (please print)		
Student signature		
Student email address		
Parent/Guardian name (please print)		
Parent/Guardian signature		
Parent/Guardian Home Phone		
Parent/Guardian Work Phone		
Parent/Guardian Cell Phone		
Parent/Guardian email		